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GOVERNMENT

FOUNDATIONS
OF SUPERVISION

ADVANCED
SUPERVISION

EMPLOYEES

ILLINOIS DOCUMENT MANAGEMENT
DEVELOPMENT

July 18, 1979

ILLINOIS STATE LIBRARY
INTERPERSONAL
COMMUNICATION

MANAGEMENT

COMMUNICATION
SKILLS

sponsored by

THE DIVISION OF
EMPLOYEE
DEVELOPMENT

SEMINARS

of the
STATE OF ILLINOIS
DEPARTMENT
OF PERSONNEL

William J. Boys, Director

GENERAL INFORMATION

The 1979 Management Seminars reflect a format sequentially arranged in such a way that training is provided on four levels of management.

For example, a person about to assume responsibilities as a supervisor (or those with less than a year in supervision) may enroll in "Foundations of Supervision." The more experienced supervisor, sensing a need for new viewpoints or a refresher course, may enroll in "Advanced Supervision." Each workshop consists of two action-packed and fact-filled days.

The three-day "Management Development Seminar" addresses itself primarily to professional managers, with concentration on their problems, challenges and goals---and how to provide leadership and support for their employees.

Efficiency and economy in State government--plus expertise in interpersonal relations--are important goals for all employees, particularly those in supervisory and managerial positions. These seminars emphasize such goals and seek to enhance the leadership skills of participants and to explore the behavioral science foundations upon which sound practice is built.

Participation is limited to employees of the State of Illinois. There is no charge for the programs but registrants will pay for coffee and be responsible for their own arrangements for meals, travel and lodging.

The Department of Personnel reserves the right to cancel or postpone seminars for which there is insufficient registration.

TIME SCHEDULE

Springfield programs meet 9:00 a.m. to 4:30 p.m. in room 504 William G. Stratton Building, Spring and Monroe Streets. Chicago programs meet 9:00 a.m. to 4:30 p.m. at DePaul University, 25 East Jackson Blvd. The officer at the door will have the room assignments. Informal attire is suggested.

Note: Prospective registrants who wish counseling regarding course selection and sequence may confer with their personnel officers who have been furnished printed guidelines for that purpose.

Applying for Registration

Registrations are handled by mail. The tear-off application should be returned promptly since some seminars are likely to be oversubscribed. (Classes are limited to 30.)

Please follow carefully the directions on the application form since it will also be used to notify applicants of action taken. Additional copies may be reproduced or secured from the Division of Employee Development.

Other Programs Offered by the Division of Employee Development

One-Day Management Seminars

In addition to the programs cited above, many single day seminars dealing with four specific areas of management will be given throughout the State of Illinois--in Carbondale, Peoria, Champaign, Chicago, Elgin, Springfield, and Edwardsville. Known as the "Statewide Employee Effectiveness Seminars," they are open to both state and local government personnel.

Executive Development Program

The executive level seminar--formerly called "Administrative and Organizational Behavior Program," consists of a week-long experience (for both state and local governmental administrators) in the lovely setting of Allerton Park near Monticello, Illinois.

Management Institutes

The Institute program is conducted in Springfield and began in February, 1979. These one-day conferences are held from 9 a.m. to 2:30 at Holiday Inn East, 3100 South Dirksen Parkway. They feature nationally known authorities and are free of charge to State employees who secure tickets through their agencies. Representatives from local/federal government, business and industry are invited to participate at a \$15 charge for each institute. Tickets must be secured in advance.

NOTE: Special brochures on all programs cited above may be secured by calling 217/782-6442.

* COURSE DESCRIPTIONS *

FOUNDATIONS OF SUPERVISION

A Seminar Designed TO:

- Familiarize those new in supervision--or those "on the way up"--with the basic responsibilities required of a supervisor.
- Provide new insights in "people management functions"--leadership, communications, motivation and appraisal.
- Teach supervisors to work smarter--not harder --to achieve organizational goals.

Content:

Supervision as an earned responsibility

Cultivating the supervisor's outlook and approach

Traditional and modern concepts of motivation

Understanding human behavior

Values in transition

Achieving two-way communication

The planning process

The importance of setting objectives

Organizational goals and strategies

Coordination and control functions

Activity vs. results-oriented supervision

July 9, 10 - Springfield

August 6, 7 - Springfield

September 26, 27 - Chicago

October 2, 3 - Springfield

November 6, 7 - Chicago

December 3, 4 - Springfield

ADVANCED SUPERVISION

A Seminar Designed FOR:

- Experienced supervisors who need to keep abreast of new expectations and requirements for the job of supervising.
- Enhancing the skills of a supervisor as an effective leader, communicator and planner.

(continued on reverse)

(Tear off and mail to pre-addressed office shown on reverse side.)

APPLICATION FOR SEMINAR REGISTRATION

(Make certain full name and office address are printed in the box below.)

Name of Applicant _____

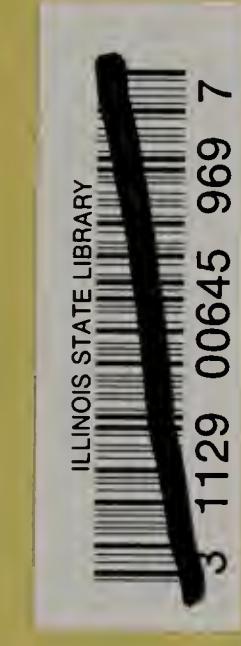
Dept./Agency (If not printed in box) _____

Office phone: AC _____ / _____

Date of seminar _____ Payroll title _____

(Please type or print name and office address within area below. This form will be mailed back to you.)

Authorization for employee to attend by:



SIGNATURE - AGENCY APPROVAL

Note: You may reproduce this form if additional copies are needed. Use separate form for each seminar selected.

Note: Failure to complete form properly may result in delay or denial of registration.

TO THE APPLICANT:

This is to notify you of the action taken on your application for admission to our seminar program. If you have been registered and find that you cannot attend, please advise us promptly by telephone: AC 217/782-6442. Thank you for your interest in our services.

(This application may be put in window envelope and mailed to the

Office pre-addressed below.)

Illinois Department of Personnel
Division of Employee Development
504 William G. Stratton Building
Springfield, Illinois 62706

(This section for office use only.)

- You are accepted and registered in the seminar of your choice.
- We are sorry but the seminar was filled prior to receiving your application.
- We regret that this seminar had to be cancelled/postponed.
- Application returned. (See remarks.)

Remarks:

- Techniques in developing a work climate which will foster job effectiveness through team effort.

Content:

Objectives of organizational communications
What a good communications program requires
Leadership styles--models and meanings
Project management
Building a favorable organizational climate
Performance review
Standard personnel practices
Projective planning and priority setting
Formulating meaningful objectives

July 16, 17 - Springfield
August 27, 28 - Springfield
September 5, 6 - Springfield
September 25, 26 - Chicago
October 23, 24 - Chicago
December 17, 18 - Springfield

MANAGEMENT DEVELOPMENT

A Seminar Designed FOR:

- Managers whose scope of responsibility requires a broad understanding of organizational goals and how to achieve them.
- Developing expertise in the application of behavioral science concepts and techniques to managerial problems and processes.
- Determining and analyzing participants' management styles in their current job assignments.

Content:

Managers are in the "people business"
Human nature and organizational realities
The purpose and scope of organizational development
The Managerial Grid
Management styles
Motivation in modern management
Equal employment concepts

MANAGEMENT DEVELOPMENT Dates:

July 31, August 1, 2 - Springfield
September 18, 19, 20 - Springfield
October 23, 24, 25 - Chicago
December 10, 11, 12 - Springfield

UNIVERSITY OF ILLINOIS-URBANA



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INTERPERSONAL COMMUNICATION

State employees on all levels who desire to improve their communication skills should profit from this seminar. Lectures, visuals and group activities center on developing interpersonal relationships, listening ability, non-verbal and face-to-face communications. Barriers to effective communication--and how to overcome them--are discussed.

July 11, 12
August 8, 9
August 29, 30
October 10, 11
December 5, 6

(Offered only in Springfield)

COMMUNICATION SKILLS

Communicating effectively has sometimes been cited as the most important function of supervisors and managers. This workshop deals with both oral and written communication. Correct usage, style and format for business letters and reports constitute one unit. The second part stresses principles of effective speaking, including organization of presentations, voice modulation, use of notes and visual materials.

August 21, 22
October 30, 31
December 19, 20
(Offered only in Springfield)